



United States
Department of
Agriculture

Agricultural
Marketing
Service

STOP 0253-Room 2610-South
1400 Independence Avenue, S.W.
Washington, DC 20250-0253

ANNOUNCEMENT LS-6

August 2003

**PURCHASE OF BISON PRODUCTS FOR
DISTRIBUTION TO PARTICIPANTS IN THE FOOD DISTRIBUTION
PROGRAM FOR INDIANS ON RESERVATIONS**

I. GENERAL

- A. The United States Department of Agriculture (USDA) will periodically issue Invitations under this Announcement for offers to sell to USDA bison products in accordance with the Technical Data Supplement for Frozen Lean Ground Buffalo, Product Code A635, dated May 2003, (hereinafter referred to as TDS-BUF) and the Institutional Meat Purchase Specifications (IMPS) General Requirements. This Announcement is issued for Native American bison producers as well as producer-owned cooperatives (Offeror) to provide bison products for distribution to participants in the Food Distribution Program for Indians on Reservation (FDPIR). USDA is authorized to conduct this purchase under Title IV, Public Law 108-7, "The Consolidation Appropriations Act 2003" (Act). The Act states in part:

"...funds...not to exceed \$3,000,000 shall be used to purchase bison meat for the FDPIR from Native American bison producers as well as from producer-owned cooperatives of bison ranchers..."

For the purpose of purchases under this Announcement, a producer-owned cooperative is defined as any association in which bison producers act together in the slaughter, processing, packaging, and/or marketing of bison meat products.

Bison products will be purchased on a competitive bid basis from suppliers who meet the requirements described in Section I.D.4. Interested suppliers may submit a technical proposal at any time during this purchase program. Suppliers should allow 10 working days from receipt of the technical proposal by USDA for notification of the evaluation results from the Contracting Officer.

Following notification of acceptance of the technical proposal(s), a supplier should promptly request a pre-award supplier assessment audit as outlined in Section I.D.4. A supplier is eligible to bid after notification by the Contracting Officer of a satisfactory pre-award assessment. Those producer-owned cooperatives that met the technical proposal criteria set forth in Announcement LS-92 will not need to resubmit a technical proposal.

Submission of a technical proposal is not binding on USDA. Actual purchases will be on a competitive bid basis as described in this Announcement and separately issued Invitations. The Invitations will specify

the product type, offer date, the closing time for receipt of bids, the delivery period, the destinations with any transportation restrictions, and any other provisions applicable to the proposed procurement, which are in addition to or different from those set forth herein

(see Exhibit A for an example of an Invitation). Bids solicited under this Announcement and applicable Invitations are for delivery of products to USDA on an f.o.b. destination or f.a.s. vessel basis only.

Additional bid and contract provisions are included in the Annual Certifications, Representations, and Warranties (Appendix 1) and the General Terms and Conditions for the Procurement of Agricultural Commodities or Services, Revision 2, dated November 1984, and Amendments 1, 2, 3, and 4 dated October 1990, November 1990, August 1989, and March 1990, respectively, hereinafter referred to as USDA-1.

- B. Offerors are cautioned to carefully read this Announcement, Appendix 1, USDA-1, specifications as described in Exhibit B, TDS-BUF, applicable instructions of the Agricultural Marketing Services' (AMS), Meat Grading and Certification (MGC) and Audit, Review, and Compliance (ARC) Branches, and Invitations. Failure to do so will be at the Offeror's risk. These documents are incorporated by reference into the contract (see Section IV. of this Announcement). Offerors are cautioned that statements made by persons other than the Contracting Officer are not binding on the Government unless confirmed in writing by the Contracting Officer.

C. Offer Prices and Evidence of Delivery

Offer prices must be quoted and delivery of product must be on mechanically refrigerated cars or trucks at destination on a f.o.b. or f.a.s. vessel basis as specified in the applicable Invitation. Certain destinations require delivery by TRUCK ONLY or RAIL ONLY and will be so identified in the Invitation. All product whether shipped by truck, rail, or piggyback must be palletized and stretchwrapped in accordance with instructions contained in the IMPS General Requirements unless the Invitation and subsequent contract specifies "NO PALLETS." Contractors may arrange for pallet exchange with consignee; however, USDA is in no way responsible for such arrangements. Destinations that are known to not participate in a pallet exchange will be noted on Invitations. Offers submitted on a basis other than f.o.b. destination or f.a.s. vessel will be rejected as nonresponsive.

When notified of shipments, consignees may request upgrading of delivery services; for example, delivery within the consignee's premises or to a specific room within a building. Such delivery terms are beyond USDA contractual requirements. Any negotiations to upgrade services are between contractor and consignee and any additional charges for special delivery terms are between the consignee and the contractor. Any charges invoiced to USDA for additional delivery services will be denied.

When making deliveries to more than one destination from the same railcar, the quantities required at each stop must be placed in separate compartments under seal. Each railcar compartment must be stacked in a manner that will preclude containers from shifting while in transit.

Contracts for all bison products purchased under this Announcement will be awarded on an f.o.b. destination or f.a.s. vessel basis with inspection and acceptance at origin. If transportation is provided by common carrier, the contractor must furnish, in support of the contractor's invoice, a copy of the signed commercial bill of lading indicating the carrier's receipt of the product covered by the invoice for

transportation to the destination specified in the contract. If transportation is

provided by other than common carrier, the contractor must attach to the contractor's invoice a receipted copy of the appropriate delivery document evidencing date of delivery and quantity received at the destination specified in the contract.

D. Responsibility of Offeror

1. Annual Certifications, Representations, and Warranties

An Offeror intending to submit bids must complete Annual Certifications, Representations, and Warranties in Appendix-1 and return it to the Contracting Officer at the mailing address listed in Section II.A. of this Announcement prior to the submission of its initial bid. The Appendix must be signed by an officer of the company. If there are any changes or revisions to the annual Appendix-1, Offeror must submit an updated Appendix to the Contracting Officer or submit corrections or revisions prior to bid offering.

2. Standard Form 129--Solicitation Mailing List Application

An Offeror that intends to submit bids, must also complete a Solicitation Mailing List Application (SF-129) and return it to the Contracting Officer at the mailing address listed in Section II.A. of this Announcement prior to the submission of its initial bid. The Appendix must be signed by an officer of the company. If there are any changes or revisions to the annual Appendix 1, the Offeror must submit an updated Appendix to the Contracting Officer or submit corrections or revisions prior to bid offering.

All items (except Item 18) of the SF-129 must be completed (see Exhibit C). Offeror must also include the following information for Items 4, 8, 10, 14, 16B, 19, and 20:

- | | |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Items 4 and 8: | Establishment number for facility operating under the Federal Voluntary Exotic Animal Inspection Program of the Food and Safety Inspection Service (FSIS) and employer's identification number. |
| Item 8: | Identify all affiliates of Offeror (applicant as shown in 4) by providing full name, main office address, and employer's identification number and Tax Payer Identification Number (TIN) number of the affiliates. An "affiliate" is defined on the back of the form. |
| Item 10: | The products purchased by USDA, the Offeror is interested in supplying, weekly volume of production, capacity, and percent of capacity available for USDA contracts. Attach separate list if additional space is needed. |
| Item 14 | Company's TIN |
| Item 16B: | Identify the freezer or warehouse to be used and its storage capacity. |
| Items 19 and 20: | Must be an officer of the company. |

Offeror must certify with each bid to the accuracy of the current SF-129 and Appendix-1 on file with the Contracting Officer.

3. Responsibility

A firm submitting an offer under this Announcement must meet the Federal standards for responsibility contained in Title 48 C.F.R. Subpart 9.1, USDA-1, this Announcement, and applicable Invitations. Facilities to be used in fulfilling USDA contracts must be operating under the Voluntary Exotic Animal Inspection Program of the FSIS contained in Title 9 C.F.R. Subpart 352. The firm must also be approved under an AMS pre-award supplier capability assessment audit prior to submitting an offer under this Announcement. Firms must also comply with the provisions of FSIS Final Rule for Pathogen Reduction; Hazard Analysis and Critical Control (HACCP) Systems.

Offeror must ensure that all products offered for USDA purchase are in compliance with applicable contract and specification requirements. Offeror shall authorize the Contracting Officer's Technical Representative (COTR) and other authorized AMS agents unrestricted access to all records that pertain to USDA contracts.

Offeror must meet or contract with a manufacturer as defined below:

Manufacturer, means a person that owns, operates, or maintains a factory or establishment that produces on the premises the supplies required under the contract and of the general character described by the specification.

4. Documentation and Assessment Requirements

To become an eligible supplier, the following must be submitted to the Contracting Officer at Agricultural Marketing Service, U.S. Department of Agriculture, Stop 0253, Room 2610-South Building, 1400 Independence Avenue, SW., Washington, D.C. 20250-0253, for evaluation and approval prior to bidding:

a. Technical Proposal Requirement:

- 1) Include a detailed description of the bison item offered and each of the production steps that are taken to meet or exceed the minimum product requirements set forth in the TDS-BUF. (Plan/Do)
- 2) Describe all the quality assurance methods used to verify conformance to all requirements. This will include the monitoring and measurements taken during the process to verify conformance with each requirement. All measurement results shall be recorded and made available to AMS. (Check)
- 3) Identify all corrective actions to be taken if deviations from contractual and specification requirements occur during production, and all preventative actions to be taken to preclude a reoccurrence. (Act)
- 4) The technical proposal shall follow the format as describe in Section II. D., technical proposal format. Offeror's proposal should be presented in as brief and concise a format as possible.

- 5) The technical proposal shall be preceded by the following, as required by the template:
- Table of Contents listing the major areas as they appear in the technical proposal template and
 - List of attachments, forms provided with the proposal, if appropriate.

NOTE: There will be an approximate turn around time of 10 working days between receipt of the technical proposal(s) to the notification of results of the evaluation(s).

b. General:

- 1) Plan and Do - A description of the planning and production steps taken to meet each requirement.
- 2) Check - Describes all the quality assurance methods that will be used to verify conformance to each requirement. This will include the monitoring and measurements taken during the process (all measurement results shall be recorded and made available to AMS).
- 3) Act - Identifies all corrective actions to be taken if deviations from contractual and specification requirements occur during production and all preventative actions taken to preclude reoccurrences.

The COTR will review each technical proposal to determine if the proposal is adequate. The Contracting Officer will notify the supplier of the status of their technical proposal.

Once a technical proposal is accepted by the Contracting Officer, the contractor must contact the ARC Branch on (202) 720-1124 to schedule a supplier pre-award onsite capability assessment.

c. Assessment by the ARC Branch

After the technical proposal(s) are approved, an ARC Branch auditor will perform an onsite assessment of the facilities, processes, and quality control program used to produce the product(s) to determine the supplier's ability to meet contractual requirements. The following assessments will apply:

1) Pre-Award Onsite Capability Assessment (Audit)

The audit will include, but not limited to, a thorough evaluation of the potential contractors' and subcontractors' facilities, processes, quality control program, equipment, procedures, and the appropriate documents and forms used during the production of the bison item.

Documentation must support the production of the bison item that complies with the TDS-BUF and the potential contractor's approved technical proposal. In addition, the audit will consist of the review of records related to purchasing, receiving, production, quality control, inventory and shipping records, and interviews with management and production personnel.

Upon completion of the audit, the auditor will provide a report to the Contracting Officer for final review. After the supplier has satisfactorily completed the audit, the supplier will receive written notification from the Contracting Officer of their eligibility to bid.

If the report demonstrates that the process is inadequate, the applicant will be notified by the Contracting Officer that they are ineligible to bid. The applicant will have an opportunity to correct identified deficiencies, modify their processes and/or technical proposal, and resubmit

for further consideration. Eligibility will depend on whether the modifications demonstrate that their processes are capable of delivering frozen bison products in compliance with the TDS-BUF and other applicable contractual requirements.

2) Post-Award Assessment

Eligible suppliers who receive contracts must have their technical proposals and supporting documentation readily available for review by the COTR or AMS agents. Records may be maintained on hard copy or electronic media. However, records maintained as electronic media will be made available in printed form immediately upon request by AMS or its agents.

The ARC Branch will conduct an onsite audit of the contractor's and subcontractor's facilities and processes when production commences on the first contract awarded. Additional audits will be conducted as determined by the Contracting Officer, but not less than one per month for contractors or subcontractors with continuous or multiple contracts, or once per contract for intermittent contractors. At the discretion of the Contracting Officer, more frequent audits may be conducted when audit deficiencies are detected.

3) Post-Award Actions

Any deviation from contractual requirements will be immediately reported to the Contracting Officer. The Contracting Officer will notify the contractor regarding eligibility to continue to participate as a contractor.

Contractor will assure that the delivered product complies with the provisions of the TDS-BUF, other applicable contractual requirements, and the contractor's technical proposal approved by the Contracting Officer.

5. Responsibility of Subcontractors/Suppliers

Contractor shall include, and the subcontractor must meet, the responsibility terms in Section I, paragraph D.3. in every subcontract for supplies or services used by the contractor in fulfilling USDA contracts, either directly or indirectly and obtain certification of responsibility, as described in Appendix 1 to Announcement LS-6 from subcontractors and suppliers.

Contractors shall include, and the subcontractor must comply with, the domestic products clause in Section I, paragraph F. in all subcontracts for bison or bison products used in fulfilling any contracts under this Announcement. Subcontractors or suppliers of bison used in fulfilling contracts must be approved by the ARC Branch for compliance with domestic origin requirements prior to their performance on the contract. All shipping containers for raw materials must be labeled as "Domestic Only Product" on the principle display panel. Refer to Section I, paragraph F. of this Announcement and the ARC Branch instruction 1010 Domestic Product Suppliers and Material Requirements Verification for procedures on requesting domestic origin reviews and fees for service.

Subcontractors or suppliers of bison are (1) ineligible if they do not have a domestic product program approved by the ARC Branch; or if they are delivering late on USDA contracts or USDA-approved

subcontracts and late delivery is not due to causes beyond their control; and (2) nonresponsible if they are not operating under the provisions of the FSIS Voluntary Exotic Animal Inspection Program or have been suspended or debarred under the provisions of 48 C.F.R. Subpart 9.4, or if they have been suspended or debarred as an affiliate of any party who has been suspended or debarred under the provisions of 48 C.F.R. Subpart 9.4.

6. Past Performance

The Offeror must certify to timely performance on current contracts and subcontracts in **Item 4** of the electronic offer. A determination that the late performance is beyond the control or negligence of the contractor or the contractor's subcontractor **must be made by the Contracting Officer prior to bid opening**. An Offeror will be deemed nonresponsible if the Offeror **or any of its affiliates or subcontractors** are delivering late on other contracts or subcontracts with USDA and the late delivery is not due to causes beyond the contractor's or their subcontractor's control. This provision, as it pertains to small business, is a deviation from 48 C.F.R. Subpart 19.6.

A false certification may result in rejection of the offer, suspension and debarment by USDA, termination of the contract, liability for damages under the provisions of USDA-1, or criminal prosecution.

Offerors are cautioned NOT to BID on product quantities exceeding a level that the Offeror can reasonably expect to deliver in accordance with the contract schedule. On-time delivery is imperative because this product is used in USDA Federal food and nutrition programs. Late deliveries cause serious and substantial damages to USDA and to recipient agencies, some of which cannot be compensated for by liquidated damages.

Contractors shipping or delivering late on contract(s) must immediately notify the Contracting Officer of late shipments. If the contractor intends to request an extension due to causes beyond the control or negligence of the contractor, such notice must be made to the Contracting Officer 3 business days in advance of a bid opening in which the contractor wants to bid. Notification and request for extension must include:(1) documentary evidence of causes beyond Contractor's control for each day requested, (2) a production report of completed and/or expected production including pounds and dates, and (3) actual or expected shipment dates by Notice to Deliver (N/D) numbers (see Article 68 of USDA-1).

E. Buy American Certification

End products furnished must be of domestic origin as defined below in paragraph F. This provision is a deviation from 48 C.F.R. Part 25 and for the purposes of this Announcement replaces Article 49 of USDA-1.

F. Domestic Products

All bison or bison meat used in fulfilling contracts awarded under this Announcement must be produced in the United States (U.S.). U.S.-produced means manufactured from bison raised in the U.S., its territories, possessions, Puerto Rico, or the Trust Territories of the Pacific Islands (hereinafter referred to as the U.S.). U.S.-produced does not include imported bison or bison imported for direct slaughter. If any fresh or frozen bison products originate from sources other than the U.S. are processed or handled, the Contractor will develop and maintain an identification and record system for these products to ensure they are segregated and not used to fulfill contracts awarded under this Announcement. Such segregation plan must be approved by the ARC Branch. The Contractor will maintain records including, but not limited to, invoices, production and inventory records evidencing product origin, and to make such records available for review by the Government in accordance with Article 76 of USDA-1.

Contractor agrees to include this domestic origin certification clause in its entirety in all subcontracts for fresh and frozen bison products used in fulfilling any contracts awarded under this Announcement and obtain certification from each meat subcontractor that (1) the subcontractor has been approved by the ARC Branch for compliance with domestic origin requirements; (2) the subcontractor will deliver only meat or meat products originating from U.S.-produced livestock as defined herein; and (3) all meat will be shipped in containers labeled as “Domestic Only Product” on the principle display panel.

Other minor ingredients, e.g., seasonings, must comply with Article 49 of USDA-1.

G. Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity

1. If the Government receives information that a Contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423) (the Act), as amended by section 4304 of the National Defense Authorization Act for Fiscal Year 1996 (P.L. 104-106), the Government may:
 - (a) Cancel the solicitation, if the contract has not yet been awarded or issued; or
 - (b) Rescind the contract with respect to which:
 - (1) The Contractor or someone acting for the Contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27(a) or (b) of the Act for the purpose of either (a) exchanging the information covered by such subsections for anything of value; or (b) obtaining or giving anyone a competitive advantage in the award of a Federal agency procurement contract; or
 - (2) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the Contractor or someone acting for the Contractor has engaged in conduct constituting an offense punishable under subsection 27(e)(1) of the Act.

2. If the Government rescinds the contract under paragraph 1 of this clause, the Government is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.
3. The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

H. Service of Protest

1. Protests, as defined in 48 C.F.R. part 33.101, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer by obtaining written and dated acknowledgment of receipt from the Contracting Officer designated in Section II.A.
2. The copy of any protest shall be received by the Contracting Officer at the mailing address listed in Section II.A. within 1 day of filing a protest with the GAO.

II. SUBMISSION OF OFFERS

A. Where and How To Submit Offers

1. Electronic Submission of Offers

All Offers must be submitted electronically by accessing the Domestic Electronic Bid Entry System (DEBES). Browser requirements for DEBES for electronic bidding are described in Attachment I. An offeror must request and receive a DEBES logon ID in order to access the website. See Attachment II for the form to request a logon ID. Only suppliers deemed responsible by the Contracting Officer will receive a DEBES logon ID.

Access the DEBES website at:

<https://pcsd.usda.gov:3077/mdbc1000.exe?>

Once connected to DEBES, follow the online procedures. Click on the “Help” button for detailed instructions on using the system or call (202) 720-2650 for assistance.

AMS will not be responsible for any failure attributed to the transmission of the bid data prior to being accepted and stored on our web server including, but not limited, to the following:

- (a) Any failure of the offeror’s computer hardware or software;
- (b) Availability of your Internet service provider;
- (c) Delay in transmission due to the speed of your modem; or
- (d) Delay in transmission due to excessive volume of Internet traffic.

The DEBES system will generally be available all day Saturday until 9:00 p.m. Central Time, and on Sundays from 8:30 a.m. until 3:30 p.m. Central Time. System availability may at times be subject to interruptions in service due to unscheduled maintenance.

If an Offeror's Internet Service Provider (ISP) is not available, an Offeror may submit a bid via FAX. If an Offeror plans to submit a bid via FAX, Offeror **MUST** contact the Contracting Officer for approval prior to faxing offers.

Note: Exhibits D and E provide an example of how offers may be submitted by fax.

- (a) Submission by FAX is only to be used in the event the Offeror's ISP service is not available and with approval of the Contracting Officer. The telephone number for receiving offers by FAX is listed below.

FAX 202-720-0949 (24 Hours)

- (b) Verification: **USDA-AMS-LS-CP Branch**

(202) 720-2650 (6:30 a.m. - 4:00 p.m., Central time, Monday - Friday)

Faxed offers, modifications, or withdrawals of offers must be addressed as follows:

Contracting Officer
Livestock and Seed Program
Agricultural Marketing Service
U.S. Department of Agriculture
Stop 0253, Room 2610-South Building
1400 Independence Avenue, SW
Washington, D.C. 20250-0253

B. Where and When to Submit Offers

Offers, modifications, or withdrawals of offers must be submitted to the Contracting Officer, Livestock and Seed Program, Agricultural Marketing Service (AMS), U.S. Department of Agriculture, Washington, D.C.

Offers, modifications, or withdrawals of offers under this Announcement must be received in the **DEBES Lockbox or, if authorized by the Contracting Officer faxed to the AMS, LS, CP Branch not later than 1:30 p.m., Central Time**, on the date specified in the Invitation. Invitations will be issued by FAX as needed and be available electronically through the USDA, AMS Commodity Procurement Home Page and posted on the DEBES Internet site. If the planned bid date or the Invitation falls on a nonworkday for USDA employees in the District of Columbia, offers, modifications, or withdrawals must be received by **1:30 p.m., Central Time** on the next succeeding business day. Whether an offer, modification, or withdrawal is received within the time limitation will be determined by the last submission time recorded in DEBES or electronically captured at the AMS, LS, CP Branch in the event the offer is faxed.

Shipping Periods

Planned shipping periods by Invitation are identified in Exhibit F. USDA may change this schedule. Bidders are cautioned to refer to the applicable Invitation prior to bidding.

C. Purchase Units

The purchase unit size is 40,000 pounds of the specific product (lean ground buffalo). An offeror may bid the entire quantity on the Invitation or a greater amount, but not less than one unit (e.g., 40,000 pounds). Only one offer price may be quoted to any delivery point listed from each shipping point, including combined destinations bracketed as one line item. Offerors may rearrange the destination sequence on these combined delivery units.

D. What to Submit

An offer must include each of the following items:

Section 1--General

1. Name, phone number, and complete address and zip code of Offeror (include both street and mailing address if different).
2. Identify submission as a bid.
STATE: Bid--ANNOUNCEMENT LS-6, Invitation No._.
3. Name and street address including zip code of (a) final processing point and (b) shipping point.

Section 2—Offer Form

1. Item number listed on applicable Invitation, destination, and price per pound delivered to specific destination, segregated by product type if more than one is requested.

Notes: For bids other than electronic, Offerors may, at their own risk, exclude name of destination. Errors in item number(s) will not be apparent to Contracting Officer.

Quote only one delivered price per pound for each destination or multiple destinations listed as one item number. If more than one price per item is quoted, the line item will be ruled nonresponsive.

Estimated number of purchase units by destination will be listed on the Invitation. The Offeror must not indicate the number of purchase units by destination. USDA may adjust the quantities listed on the Invitation based on offerings, market conditions, and/or program requirements.

Transportation restrictions will be shown on the Invitations.

The Offeror may submit offers for as many destinations as desired. The maximum quantity to be awarded is determined by the constraints quoted in Section 3, Constraints of the bid.

Offer prices may be quoted up to four places to the right of the decimal point. **If other than four places, any digit past the fourth will automatically be dropped.**

Section 3--Constraints

1. State maximum quantity of each commodity type (if applicable) to be awarded and/or maximum quantity overall for Invitation (if applicable), both in number of purchase units and equivalent net pounds for shipment to required destinations between (date) and (date) .

Notes: If offering for more than one processing point, be sure to indicate the number of units offered for each commodity type and/or maximum quantity overall for each processing point. Maximum quantity offered may be greater than demand shown on the Invitation.

Total maximum quantity overall for specific product types or Invitation is optional. If total overall is not quoted, AMS may award up to the maximum for each type.

State the applicable shipping period(s) associated with the Invitation.

Section 4--Certifications

1. For this bid, your company is designated as: (choose one)

- ☐ Large Business
- ☐ Large Minority Business
- ☐ Large Woman-Owned Business
- ☐ Large Woman-Owned Minority Business
- ☐ Small Business
- ☐ Small Minority Business
- ☐ Small Disadvantaged "Not 8A"
- ☐ Small Woman-Owned Minority
- ☐ Small Woman-Owned "Not 8A"
- ☐ "8a" Small Woman-Owned
- ☐ "8a" Small Disadvantaged

NOTE: For bids submitted electronically, if default designation is incorrect, please choose correct designation and notify Contracting Officer.

2. By submitting this bid, Offeror certifies it HAS read and DOES agree to the terms of LS-6; Appendix-1; Inv. ____; TDS-BUF, dated May 2003; IMPS General Requirements; Contractor's Technical Proposal approved by the Contracting Officer; AMS audit team's initial report; USDA-1, Rev. 2, and Amds. 1, 2, 3, and 4.

- ☐ HAS
- ☐ DOES

3. a. Annual Representations, Certifications, and Warranties (Appendix 1) submitted to the Contracting Officer are current, accurate, and complete. Submitted to Contracting Officer (mm/dd/yyyy):

b. If Appendix HAS been amended, enter date amended: _____ or N/A.

4. Offeror certifies that the SF-129 on file with the Contracting Officer is accurate and part of this offer.
 - ☐ Does
 - ☐ Does Not
5. All product required under any existing USDA contract(s) or subcontract(s) with a Not-Later Than (NLT) date prior to this bid opening HAS been shipped?
 - ☐ Has
 - ☐ Has Not
 - ☐ Has Not, But Has Notified C/O
 - ☐ No Existing Contracts
6. By submitting this bid, offeror certifies that all product conforms with the TDS-BUF, dated May 2003 and no changes to the production process or technical proposal have occurred without proper approval by the Contracting Officer.
 - ☐ Does
7. Show name, title, fax number, and phone number of person submitting this bid (must be an authorized company representative).

Technical Proposal:

The following procedures establish the acceptable minimum requirements for the format and content of the proposals:

1. The Government has provided a technical proposal format which is to be used in preparing the technical proposal, (See **Exhibit G**). The Offeror shall submit technical proposals in both hard copies and an electronic format either on disk (3.5" diskette or CD) or e-mail. The technical proposal shall be in Microsoft Word format, 12 point font. This format and electronic form provided will aid in the evaluation of the technical proposal.
2. Offers must submit diskettes or CD in sealed disk mailers that have been signed by the same individual that signed the original paper copy of the technical proposal. Offerors that submit the electronic format by e-mail must be sent by the same individual that signed the original paper copy of the technical proposal. By signing both the technical proposal and disk mailer, this individual will be attesting to the data in both formats being identical. The seals on this information will be broken by the Contracting Officer only. The technical proposal must be submitted by someone who is authorized by the Company as evidenced by the SF-129 on file with the Contracting Officer.

3. The Offeror will submit the appropriate number of copies as stated in the table below:

Description	Number of Hard Copies	Number of Diskettes/CD
Technical Proposal 1. 8 ½" x 11" White Paper; 2. One sided-Single spaced, 12 pt font; 3. Proposal to be provided in protected document holder; 4. Proposal submitted with all capital letters will be returned to Offeror without further review.	5 (Original + 4 copies)	1

4. While it is not the desire of the Government to penalize an Offeror for noncompliance with formatting instructions, COTRS may have difficulty evaluating the technical proposal if formatting requirements are not followed.

Note: All hard copies and diskettes/CD shall be mailed to the Contracting Officer at the address stated in Section II. A.

Technical Proposal Revisions

Changes to an Offeror's proposal may be submitted based on the Government's Amendments, Clarification Request, pre-award and post-award assessments, and at the request of the Offeror. Maintenance of the integrity and clarity of each proposal is critical. All proposal revisions must meet the following criteria:

1. Changes to a proposal made by the Offeror after its initial submittal shall be accomplished by submitted replacement pages or an entire technical proposal package. The Offeror shall include the date and the appropriate page number(s).
2. Must be submitted in the same number of copies as the initial technical proposal and must have the same information provided on revised diskettes/CD. The revised diskettes/CD should contain only the pages that are being changed. Additional pages should be numbered using a page number suffix (e.g. 1.1, 1.2, 1.a., 1.b).
3. Submit changes to proposals as a complete page change for each page on which a change occurs. Changes from the original page shall be on blue colored paper and the changes in text shall be highlighted with additions with **highlighted text in yellow** and deletions in ~~strikeouts~~.

III. ACCEPTANCE OF OFFERS

The USDA will award contracts to responsible bidders whose bids conform to the Announcement and the applicable Invitation and whose bids are most advantageous to the Government in terms of, but not limited to, price, quantity needs at the specified destinations, and cost. The USDA requires a minimum acceptance period of 7 calendar days. Acceptance of offers will be made by prepaid FAX, filed at Washington, D.C., not later than midnight, Washington, D.C. time, the seventh day following the day for receipt of offers. The official time of award is the date and time stamped on the contract faxed from the AMS, LS Program, and CP Branch. Transmission of the contract is the official notice that the contract has been awarded. A notice of award will also be issued in the form of a Food Purchase Report (FPR) posted at the Department's Office of Information, News Division, after **1:00 p.m., Central Time** on the day of acceptance. Information on awards will be available by telephone to bidders and interested parties promptly following the posting of the FPR. Inquiries may be made to a USDA-AMS Market News office or the Contracting Officer. Information on awards is also available electronically through the **USDA, AMS Commodity Procurement Home Page** (see Notice attached).

Failure to accept an offer will constitute rejection. Filing of the acceptance wire as specified above will result in a binding contract without further action by either party. The actual time of award described herein deviates from 48 C.F.R. 14.408-1.

IV. PROVISIONS OF CONTRACT

The contract consists of Announcement LS-6; the applicable Invitation; TDS-BUF, dated May 2003, IMPS General Requirements, Specifications as described in Exhibit B; applicable MGC and ARC Branches' instructions; contractor's or subcontractor's (manufacturer's) technical proposal approved by the Contracting Officer, the AMS audit team's initial report, contractor's offer including SF-129 and Appendix-1; the acceptance by USDA; and USDA-1 except Articles 34, 49, 50, 64(c), and all of Part E.

If the provisions of contract documents are not consistent, the following priority order will prevail: Invitation, Announcement, TDS-BUF, IMPS General Requirements, Specifications as prioritized in Exhibit B, contractor or subcontractor's technical proposal approved by the Contracting Officer, AMS Audit Team's Initial Report, Appendix-1, and USDA-1.

V. PRODUCT SPECIFICATIONS, CERTIFICATION, AND AUDIT SERVICES

- A. Specifications for bison end products are identified in the Exhibit B Checklist. If documents are amended, the appropriate amendments must be referenced.

AMS certification agents, under the direction of the LS Program, will perform all examinations and tests as required. AMS agents will conduct all certification services in accordance with the applicable MGC Branch Instruction(s). The cost of all certification and audit services performed by the AMS certification agents must be borne by the Contractor. This includes, but is not limited to, examinations, supervision, official documentation, samples for microbiology and fat content analyses, and charges for such analyses.

AMS auditors, under the direction of the LS Program, will perform audit services on the portions of the contractor's approved technical proposal that are not under the control of the AMS certification agent. The frequency of the audits will occur, at a minimum, once per month or when applicable, once per contract.

- B. For certification services (**other than those charges associated with audits**), AMS will pay per diem and travel expenses including travel time involved in transporting the AMS agents from a duty point into the area of a contractor's or subcontractor's plant. However, payment of these charges by USDA will only be made when the services rendered by an AMS agent are directly related to production for specific, outstanding contracts. When the services of the AMS agent are performed for the account of a Subcontractor, the serial contract number in which the product will be used must be declared to the AMS agent. Per diem and travel expenses will be prorated to the Contractor for any official services performed by the AMS agent not related to acceptance of USDA-purchased commodities to which these provisions apply. **The cost of all AMS audits, including per diem and travel expenses, must be borne by the contractor or subcontractor.**
- C. All local travel and travel time will be charged to the contractor or subcontractor in accordance with the applicable MGC and ARC Branch instructions and regulations. The regular hourly fee rate and established fees for required laboratory analyses will be charged as applicable.
- D. Questions concerning charges and the availability of AMS auditors should be discussed with the ARC Branch, Washington, D.C. at (202) 720-1124. Questions concerning charges and the availability of AMS agents should be discussed with the nearest MGC Branch field office or the telephone the Office of Field Operations (OFO), Denver, Colorado at (720) 497-2520.

The full cooperation of all contractors and subcontractors will be required in planning production and shipping schedules to permit maximum effective utilization of AMS agents and to minimize travel and per diem costs. Contractors or subcontractors will be expected to use AMS agents assigned on a full-time basis. In those instances where local operating conditions will not permit them to fully utilize the AMS agent's time each day and on successive days, Contractors or Subcontractors may be required to enter into a short-term commitment agreement in which they agree to pay for a minimum of 8 hours per day for a specified period of time.

VI. LOSS DUE TO DETERIORATION, SPOILAGE, OR RECALL

A. Loss Due to Deterioration or Spoilage

The Contractor will be liable for losses due to deterioration or spoilage for which he or she is responsible, which are discovered within 6 months of the date of delivery to USDA, in accordance with the provisions of Article 61 of USDA-1.

B. Liabilities Due to Product Recalled for Health or Safety Risk

In accordance with Article 60 of USDA-1, the Contractor shall be held liable for failure of the commodity to meet all of the contract and specifications requirements. In the event, product is recalled due to a health or safety risk, the Contractor is responsible for removal and replacement of recalled products and reimbursement of State and local costs incurred as a result of the recall, as outlined in the Food and Nutrition Service's (FNS) Commodity Holds and Recall Process. These costs include, at a minimum, storage, transportation, processing, and distribution of the commodities.

If product under contract is delivered to a facility for further processing under contract with a State and the product is recalled, it will be handled in accordance with FNS's Commodity Holds and Recall Process. A copy of the report can be obtained at the following web address:

<http://www.fns.usda.gov/fdd/foodsafety/hold-recallprocedures.pdf>.

VII. INSPECTION AND CHECKLOADING

Inspection and checkloading as required by Articles 54 and 55 of USDA-1 must be performed by an AMS agent. The Contractor will not ship the product before receipt of shipping instructions from the Farm Service Agency (FSA) Kansas City Commodity Office (KCCO) or before the product has been inspected by the AMS agent and found to meet contract specifications.

VIII. DELIVERY--TRANSFER OF TITLE

A. Delivery Requirements

Delivery must be made in accordance with this Announcement, the applicable Invitation, Articles 56 and 64(b) of USDA-1, and the Notice-to-Deliver (ND) (Form KC-269) issued by KCCO. The contractor must closely follow delivery notification instructions contained in the ND. Such notification of delivery is vital to proper execution of delivery, particularly in cases of minimal transit time.

The contractor must notify State distributing agencies and consignees of shipment. For rail shipment, notification must be made on the day of shipment. For truck shipment, notification of the estimated arrival time should be made as far in advance of delivery as possible. In addition, for truck or piggy-back shipment, the Contractor must request and keep scheduled appointments. **Unloading appointments for truck or piggy-back shipment must be requested from the consignee contact party(ies) at least 24 hours in advance of delivery.** A copy of the original USDA Agricultural Products Acceptance Certificate must accompany each shipment so that it will be easily available to the warehouseman or consignee (as applicable) upon arrival.

B. Tolerances

The Contractor must deliver the quantity called for on the ND. No tolerance is provided.

C. Early Delivery Request

Requests for permission to deliver in advance of the "Not-Earlier-Than" date given in the ND must be made to KCCO and approval will be granted if consignee is willing to accept product early and provides to KCCO the assurances required by KCCO of that arrangement.

D. Transfer of Title

Title and risk of loss will pass to USDA on the date of receipt of the product at the destination specified in the contract, as evidenced by suitable dated documentation such as the **commercial bill of lading**, warehouse receipt, dock receipt, or other similar signed and dated document evidencing delivery. If the Contractor has the product in storage and transfer of title is requested, title will pass to USDA as evidenced by the commercial bill of lading after final certification of the shipping unit by an AMS agent. The Contractor is responsible for any shortage or damages as evidenced by the commercial bill of lading, FNS-57 report, or other commercial receipt evidencing delivery of product.

IX. LIQUIDATED DAMAGES

A. Compensation to Contractor for Late Mailing of Notice-to-Deliver

Liquidated damages for delay in shipment due to late mailing of Notice-To-Deliver will be payable in accordance with Article 65 of USDA-1 and will be at the rate of 25 cents per hundredweight **net per calendar day**.

B. Compensation to USDA for Delays in Shipment

Timely delivery is important to fulfill the nutritional and dietary needs of persons consuming frozen bison products under the FFPIR and for the efficient and proper administration of these programs. Liquidated damages for **delay in shipment** are payable at the rate of 25 cents per hundredweight for frozen bison products net per day in accordance with Article 67 of USDA-1. For purposes of assessing liquidated damages for **delay in shipment**, the date shown on the acceptance certificate is considered to be the date of shipment.

If delays are caused by the AMS laboratory, the following extension in the shipping period will be authorized

Original Sample:

(1) When all production lots included in a **shipping** unit:

- (a) Were produced at least 10 calendar days in advance of the last date to ship without liquidated damages, and
- (b) The results from the AMS laboratory for such samples from these production lots were not made available to the Contractor at least 2 business days before the last date to ship without liquidated damages.

Reserve Sample:

- (2) If all production lots included in a **shipping** unit were produced at least 10 calendar days in advance of the last date to ship without liquidated damages and the Contractor elects to use a reserve sample for any production lot, an added extension in shipping time to the last date of notification of AMS laboratory results plus 2 business days will be authorized when the following points are met:
- (a) The reserve sample is mailed within 1 business day after the Contractor was notified of results on the original sample (if notification is received on a Saturday, the reserve sample is to be mailed not later than the next business day), and
 - (b) The AMS laboratory results for the reserve sample indicates the product is in compliance with specifications.

The Contracting Officer, upon verification of all supporting documentation and information submitted by the contractor, will authorize the extension of the shipping period for that shipping unit to the date when the last results of the analyses of any original samples were reported to the contractor plus 2 business days to allow time for checkloading and final inspection.

FOOTNOTE:

Laboratory analyses of ground bison samples are specification requirements. Allowing sufficient time to complete all required original analyses is the responsibility of the contractor. Appropriate consideration should be given to this factor in submitting offers and planning production schedules so that delays in shipment and resulting liquidated damage assessments can be avoided. **Delays by contractor's lab are the responsibility of the contractor. Extensions as described above do not apply to contractor lab results.**

X. INVOICES AND PAYMENT**A. Shipping Period Contracts**

Invoicing and payment will be handled in accordance with Article 70 of USDA-1 except that a properly prepared invoice consists of the following:

1. Invoicing as provided for on the ND (Form KC-269) or commercial invoice form;
2. Original USDA Agricultural Products Acceptance Certificate issued at time of shipment; and
3. Commercial Bill of Lading signed by the carrier's agent evidencing quantity shipped and date of shipment.

Any loss in transit will be determined by an Over, Short, or Damage Report (FNS-57) filed by recipient. KCMO will advise Contractor of discrepancy and recover loss by setoff from future payments or process a claim.

Contractors performing under a destination shipping period contract are encouraged to instruct carriers to return bills of lading or other commercial receipts signed by recipient agents evidencing the date and quantity of product received to avoid conflicts. If there is a conflict discovered after delivery, the Bill of Lading signed by the recipient representative will prevail unless the discrepancy is due to damage not discernable at time of delivery.

B. Invoice Mailing & Interest

1. The invoice package must be mailed or delivered to Kansas City Management Office (KCMO) at the address listed in Section XI. of the Announcement. The outside of the package should be marked:

**"Prompt Pay Provisions Apply--Meat Product
Attn: Vendor Invoice Payment Section."**

2. Interest will be paid in accordance with the provisions of the Prompt Payment Act if payment is made beyond the seventh day after the date of delivery. For payment purposes, the date of delivery will be the receipt date by KCMO of a properly prepared invoice.

C. Electronic Payment

USDA payments must be made directly to a financial banking institution. To receive payments electronically, complete the attached Form SF-3881, ACH Vendor Payment Enrollment Form and submit to the Kansas City Management Office, Commodity Financial Operations Division, Inventory Control Branch; Telephone (816) 926-6988.

USDA will no longer issue a paper copy of the disbursement statement. Please note attached Notice on how to obtain the disbursement information electronically.

Complete the attached address information form, which identifies payment disbursement statement address as well as other information needed.

XI. INQUIRIES

Inquiries pertaining to this Solicitation and applicable documents should be directed to the Contracting Officer, Livestock and Seed Program; USDA, AMS; Stop 0253; Room 2610-S; 1400 Independence Ave. SW; Washington, D.C. 20250. The telephone number is (202) 720-2650.

Inquiries concerning delivery instructions should be directed to:

Director, Kansas City Commodity Office (KCCO)
Farm Service Agency
U.S. Department of Agriculture
P.O. Box 419205
Kansas City, MO 64141-6205
Telephone: (816) 926-6062 (concerning shipping instructions)

Inquiries concerning payments should be directed to:

Director, Kansas City Management Office (KCMO)
Farm Service Agency
U.S. Department of Agriculture
P.O. Box 419205
Kansas City, MO 64141-6205
Telephone: (816) 926-6205 (concerning payments)

Deputy Administrator
Livestock and Seed Program
Agricultural Marketing Service

Attachments

SAMPLE INVITATION

DATE ISSUED: BISON PRODUCTS, ANNOUNCEMENT LS-6, INVITATION NO. _:

The U.S. Department of Agriculture (USDA) invites offers pursuant to ANNOUNCEMENT LS-6 to sell bison products for use in the FDPIR program. Purchases will be made on a *shipping period* basis to destinations indicated below. *The product must arrive at destinations within the shipping period.* Destination quantities listed are estimates and are subject to adjustment based on offerings, changes in recipient needs, market conditions, and program operations.

All offers must be in the format prescribed in LS-6 and be received by **1:30 p.m., Central Time**, Friday, ____, 2003. Acceptances will be announced by midnight, Friday, ____, 2003. *Deliveries* are to be made between ____ and ____, 2003.

Bids must be submitted electronically via the Internet. Offeror must be assigned a Logon ID by USDA to access the site. The internet address is: <https://pcsd.usda.gov:3077/mdbc1000.exe>? Once connected, follow the online procedures.

Inquiries about ANNOUNCEMENT LS-6 or this Invitation should be directed to the Contracting Officer, Livestock and Seed Program; USDA, AMS, Stop 0253-Room 2610-South; 1400 Independence Avenue, SW; Washington, D.C. 20250-0253 Telephone: (202) 720-2650; Fax: (202) 720-9538.

ANNOUNCEMENT : LS-6
 INVITATION : 100
 COMM GROUP : 19 RED MEAT-VARIED TYPES
 COMM TYPE : 40 BUFFALO, LEAN, GROUND, FROZEN
 PACK SIZE : 12 20/2 LB PKGS

ITEM NO.	CITY	DESTINATION STATE	TRANS RESTR	QUANTITY (LBS)
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DELIVERY PERIOD 01/01/03-01/15/03

001	VANDIVER	AL		80,000
002	DURAND	GA	TRUCK ONLY	360,000
003	PALMDALE	FL		160,000
004	BELLEVUE	OH		120,000
005	KALKASKA	MI		400,000
006	ROSCOE	TX		360,000
007	TOLLVILLE	AR		400,000

TOTAL QUANTITY FOR COMMODITY TYPE 1,880,000

TOTAL QUANTITY FOR INVITATION 1,880,000

 CONTRACTING OFFICER

ANNOUNCEMENT LS-6

United States
Department of
Agriculture


Agricultural
Marketing
Service

Stop 0253-Room 2610-S
1400 Independence Avenue, SW
Washington, DC 20250

EXHIBIT B DATED MAY 2003
PAGE 1 OF 1

CHECKLIST AND REFERENCES TO APPLICABLE BID AND CONTRACT PROVISIONS
ANNOUNCEMENT LS-6 FOR FROZEN BISON PRODUCTS

PRODUCT DESCRIPTION (SECTION I.A. GENERAL)				BID/CONTRACT PROVISIONS					
Product/ Commodity Box Code	Specifications Listed in Priority Order	Commodity Purchase Code	Packaging and Packing	Minimum Delivery Unit Size/Shipping Unit	Tolerance Section VIII. D	Shipping Period Section II.C.; IV and VIII	Federal/State Plants Section I. E. 1	Competition (See invitation)	Payment Section XI
Fine Ground Buffalo--2-pound package--A635	Technical Data Supplement (TDS) for Frozen Lean Ground Buffalo, dated May 2003..	19-40-12	2- pound packages packed 40 lbs net weight (18.1 kg) per shipping container	40,000 lbs 1000 cases	No tolerances allowed	1 st half / 2 nd half shipping period	Federal Plants Only	Native American bison produces and producer-owned cooperatives	Upon Shipment XI.A.

SOLICITATION MAILING LIST APPLICATION				1. TYPE OF APPLICATION		2. DATE		OMB No.: 9000-0002			
				<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REVISION		4/26/01		Expires: 10/31/97			
NOTE: Please complete all items on this form. Insert N/A in items not applicable. See reverse for instruction. Public reporting burden for this collection of information is estimated to average .88 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20406.											
3. SUBMIT TO	a. FEDERAL AGENCY'S NAME USDA, AMS, Livestock and Seed Program				4. APPLICANT		a. NAME Lakeshore Meat FI No. 7999 TIN No 9734565837				
	b. STREET ADDRESS Room 2610-South, P.O. Box 96456						b. STREET ADDRESS 1275 Corwith Avenue		c. COUNTY EI 197643		
	c. CITY Washington		d. STATE DC				e. ZIP CODE 20090-6456		d. CITY Calumet		e. STATE IL
5. TYPE OF ORGANIZATION (Check one)					6. ADDRESS TO WHICH SOLICITATIONS ARE TO BE MAILED (If different than item 4)						
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> PARTNERSHIP <input checked="" type="checkbox"/> CORPORATION, INCORPORATED UNDER THE LAWS OF THE STATE OF: Illinois					a. STREET ADDRESS Same as #4 b. COUNTY c. CITY d. STATE e. ZIP CODE						
7. NAMES OF OFFICERS, OWNERS, OR PARTNERS											
a. PRESIDENT George Coates			b. VICE PRESIDENT Martha Jersild			c. SECRETARY Robert Olson					
d. TREASURER Walter Schnaak			e. OWNERS OR PARTNERS Shareholders of the Corporation								
8. AFFILIATES OF APPLICANT											
NAME			LOCATION			NATURE OF AFFILIATION					
Broadview Foods, TIN No. XXXXXXXXXX FI No. 2121			7893 Dolton Ave., Highland, IL 67347			Parent Company					
9. PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS IN YOUR NAME (Indicate if agent)											
NAME			OFFICIAL CAPACITY			TELEPHONE NUMBER					
						AREA CODE		NUMBER			
Edgar Kauffman			Sales Manager			611		796-1992			
Andrew Terrill			Production Manager			611		796-1992			
10. IDENTIFY EQUIPMENT, SUPPLIES, AND/OR SERVICES ON WHICH YOU DESIRE TO MAKE AN OFFER (See attached Federal Agency's supplemental listing and instruction, if any)											
Commodity		Current Weekly Prod.		Additional Capacity		% available for USDA Contracts					
Ground Bison		150,000		50,000		35%					
Bison Stew Meat		75,000		25,000		15%					
11a. SIZE OF BUSINESS (See definitions on reverse)			11b. AVERAGE NUMBER OF EMPLOYEES (including all full-time) FOR FOUR PRECEDING CALENDAR QUARTERS			11c. AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS					
<input checked="" type="checkbox"/> SMALL BUSINESS (If checked, complete items 11b and 11c) <input type="checkbox"/> OTHER THAN SMALL BUSINESS			250			\$ 35,245,000.00					
12. TYPE OF OWNERSHIP (See definitions on reverse) (Not applicable for other than small businesses)			13. TYPE OF BUSINESS (See definitions on reverse)								
<input type="checkbox"/> DISADVANTAGED BUSINESS <input type="checkbox"/> WOMAN-OWNED BUSINESS			<input checked="" type="checkbox"/> MANUFACTURER OR PRODUCER <input type="checkbox"/> CONSTRUCTION CONCERN <input type="checkbox"/> SURPLUS DEALER <input type="checkbox"/> SERVICE ESTABLISHMENT <input type="checkbox"/> RESEARCH AND DEVELOPMENT								
14. DUNS NO. (If available)			15. HOW LONG IN PRESENT BUSINESS?								
02-78396			68 years								
16. FLOORSPACE (Square Feet/M ²)					17. NET WORTH						
a. MANUFACTURING		b. WAREHOUSE		a. DATE		b. AMOUNT					
44,000		150,000 * See Below		December 31, 2000		\$ 8,538,432.95					
18. SECURITY CLEARANCE (If applicable, check highest clearance authorized)											
FOR		TOP SECRET		SECRET		CONFIDENTIAL		c. NAMES OF AGENCIES GRANTING SECURITY CLEARANCES		d. DATES GRANTED	
a. KEY PERSONNEL											
b. PLANT ONLY											
The information supplied herein (including all pages attached) is correct and neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from making offers for furnishing materials, supplies, or services to the Government or any agency thereof.											
19a. NAME OF PERSON AUTHORIZED TO SIGN (Type or print)					20. SIGNATURE			21. DATE SIGNED			
George Coates								04/26/01			
19b. TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)											
President											
AUTHORIZED FOR LOCAL REPRODUCTION Previous edition not usable					* Robertson Bonded Warehouse 834 Bellwood Avenue Irondale, IL 59571					STANDARD FORM 129 (REV. 12-88) Prescribed by GSA - FAR (48 CFR) 53.214(e)	

INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed Solicitation Mailing List Application, together with such other lists as may be attached to this application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a Supplemental Commodity list with instructions, complete the application as instructed. Otherwise, identify in Item 10 the equipment, supplies, and/or services on which you desire to bid. (Provide Federal Supply Class or Standard Industrial Classification codes, if available.) The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, your failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to solicitations will be understood by the agency to indicate lack of interest and concurrence in the removal of your name from the purchasing activity's solicitation mailing for items concerned.

SIZE OF BUSINESS DEFINITIONS (See Item 11A.)

a. Small business concern - A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or the other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. Affiliates - Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See Items 8 and 11A.)

c. Number of employees - (Item 11B) In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods of the period that such concern has been in business.

TYPE OF OWNERSHIP DEFINITIONS (See Item 12.)

a. "Disadvantaged business concern" - means any business concern (1) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of such individuals.

b. "Women-owned business" - means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

TYPE OF BUSINESS DEFINITIONS (See Item 13.)

a. "Manufacturer or producer" - means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles or equipment of the general character of those listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached.

b. "Service establishment" - means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as a part of the services performed.

- **COMMERCE BUSINESS DAILY** - The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.

SAMPLE OFFER WIRE OR LETTER

Format to follow only in the event an Offeror's ISP is unavailable at the time of bid closing.

NOTE: Bids are to be faxed ONLY if electronic bid submission due to USDA system failure or company's ISP is unavailable. Offerors MUST contact the Contracting Officer prior to faxing offers.

The following example shows how offer wires or letters may be submitted giving all essential details in the briefest possible manner. Basic to this procedure is a number identification with each line item of information required in the offer (See format in Section II E of Announcement LS-6).

Address to: Contracting Officer, Livestock and Seed Program
 USDA, AMS
 Stop 0253 Room 2610 South Building
 1400 Independence Avenue SW
 Washington, D.C. 20250-0253
 Telephone: 202-720-2650

Section 1, General

- | | |
|-------------------------------------|---------------------------|
| 1. Bob's Bison Co. | TEL. 605-733-2121 |
| 22 Main Street | |
| (P.O. Box 123) | |
| Mobridge, South Dakota 57601 | |
| 2. LS-6/100, Buffalo Frozen, Ground | |
| 3. Plant | Shipping Point |
| Bob's Bison Co. | Bob's Bison Co. |
| 224 Main Street | 224 Main Street |
| Faith, South Dakota 57626 | Faith, South Dakota 57626 |

Section 2, Offer Form

- | | |
|---------------------------|----------------------|
| 1. Ground Buffalo | ALTERNATE FORMAT |
| (1) Vandiver, AL \$1.8687 | (1) \$1.8687 per lb. |
| (2) Durand, GA \$1.8686 | (2) \$1.8686 per lb. |
| (3) Pamdale, FL \$1.8685 | (3) \$1.8885 per lb. |

Section 3, Constraints

- | | |
|----------------------------------------|------------------------|
| 1. Maximum to be awarded | Shipping Period |
| 3 offer units, 120,000 pounds; buffalo | 07/01/03-07/15/03 |

Section 4, Certifications

1. Small Business
2. HAS
DOES
3. (a) 8/30/01 (date Appendix 1 was signed by Offeror)
(b) N/A
4. DOES
5. NO EXISTING CONTRACTS
6. DOES
7. Robert Kaufmann

ANNOUNCEMENT LS-6

EXHIBIT D

Robert Kauffman, Sales Mgr, FAX 705-347-8333, TEL. 705-347-1715
(SIGNATURE REQUIRED)

SAMPLE OFFER ELECTRONICALLY SUBMITTED

Submitted at: 07/13/2003 - 10:19:19 am Central Time

Bob's Bison Co.
22 MAIN STREET
Faith, SD 57626

LS-6/100, FROZEN BUFFALO

Authorized Changes and Comments						
Date		Time	USDA ID		Comments	
Plant 01- Bob's Bison Co, 22 Main Street, Faith, SD						
Shipping Point 01-Bob's Bison Co., 22 Main Street, Faith, SD						
FROZEN, GROUND BISON						
Line Item	Pack Size	Destination	Delivery Period	Est LBS	Price/LBS	Tran Mode
001	20/2 lb Buffalo/Ctn	VANDIVER, AL	07/01/2003 – 07/15/2003	80,000	1.8687	Truck
002	20/2 lb Buffalo/Ctn	DURAND, GA	07/01/2003 – 07/15/2003	40,000	1.8686	Truck
003	20/2 lb Buffalo/Ctn	PALMDALE, FL	07/01/2003 – 07/15/2003	40,000	1.8885	Truck

High Bid Price: 1.8885 Line Item: 003
Low Bid Price: 1.8687 Line Item: 001
Sum of Bid Prices: 3.7572

Constraints				
Const #	Max Qty	Plant Location	Shipping Period	Product
1	3	01- John James Bison Co	07/01/2003 - 07/15/2003	BUFFALO, LEAN, GROUND, FROZEN; 20/2 LB
Certifications				
For this bid your company is designated as: SMALL BUSINESS				
Question				Answer
01) By submitting this bid, Offeror certifies it HAS read and DOES agree to the terms of LS-6, Appendix 1, Inv. 100, TDS-BUF dated May 2003; IMPS General Requirements; Contractor's Approved Technical Proposal; AMS audit team's initial report; USDA 1, Rev. 2, and Amnds 1, 2, 3, and 4 (Both boxes must be selected)				HAS DOES
02A) Annual Representations, Certifications and Warranties (Appendix 1) submitted to the Contracting Officer are current, accurate, and complete. Submitted to Contracting Officer (mm/dd/yyyy)				8/30/2001
02B) If Appendix HAS been amended, enter date amended or N/A.				N/A
03) Offeror certifies that the SF-129 on file with the Contracting Officer is accurate and part of this offer.				DOES
04) All product required under existing USDA contract(s) or subcontract(s) with a Not Later Than Date prior to this bid opening HAS been delivered.				NO EXISTING CONTRACTS
05) By submitting this bid, offeror certifies that all product conforms with the TDS-BUF, dated May 2003 and no changes to the production process or written documents have occurred without proper approval by the Contracting Officer.				DOES
06) Show name, title, fax number, and phone number of person submitting bid (must be an authorized company representative).				Robert Kaufmann, President Fax 605-538-8333 Phone 605-538-1715

**PLANNED PURCHASE SCHEDULE
2002-03**

INV NO	COMMODITY TYPE	BID OPENING	AWARD DATE (NLT)	AMS SHIPPING PERIOD		
1	BUFFALO	8/22	8/29	9/15	-	9/30
2	BUFFALO	8/29	9/5	10/15	- -	10/31
3	BUFFALO	9/12	9/19	11/15	- -	11/30
4	BUFFALO	9/26	9/30	12/15	- -	12/31

NOTE: The above purchase schedule is for informational purposes only. USDA may change this schedule or cease purchases depending on market or funding considerations. Bidders are cautioned to refer to the applicable Invitation prior to submitting offers.

[Company Name]

[Company Address]

Technical Proposal for: [Announcement Number] and [Specification]

Table of Contents (all pages and attachments must be number and identified—any attachments must be identified and referenced in the Technical Proposal)

The technical proposal should include all phases of production that meets or exceeds the requirements stated in the specification to produce complying product.

I. SCOPE

Brief Description of what the company plans to do to meet the requirements stated in the applicable specification (including the applicable documents).

II. APPLICABLE DOCUMENTS

III. CHECKLIST OF REQUIREMENTS

- A. ITEMS - Please provide a brief description of the product that will be addressed in the technical proposal.**
- B. MATERIAL – Please provide a brief description of the planning, production steps (do), check and corrective/preventive (act) measures that the company will do to assure compliance with the material section of the specification.**
 - 1. Domestic Origin – (plan, do, check, act)**
 - 2. Slaughter Requirements – (plan, do, check, act)**
 - a) Non-ambulatory cattle**
 - b) Mechanically separated**
 - c) Stunning Process**
 - d) Pathogen Intervention Steps**
 - e) Carcass Testing**
 - f) Spinal Cord Removal**
 - 3. Boneless Bison Traceability (plan, do, check, act)**
- C. PROCESSING - Please provide a brief description of the planning, production steps (do), check and corrective/preventive (act) measures that the company will do to assure compliance with the processing section of the specification.**
 - 1. Grinding and Blending – (plan, do, check, act)**
 - a) Ground Buffalo**
 - 2. Bone Collector/Extruder Systems – (plan, do, check, act)**
 - 3. Metal Detection – (plan, do, check, act)**

- D. STATE OF REFRIGERATION - Please provide a brief description of the planning, production steps (do), check and corrective/preventive (act) measures that the company will do to assure compliance with the State of Refrigeration section of the specification.**
- E. FAT LIMITATIONS - Please provide a brief description of the planning, production steps (do), check and corrective/preventive (act) measures that the company will do to assure compliance with the Fat Limitations section of the specification.**
- 1. Sampling and Testing – (plan, do, check, act)**
- F. PREPARATION FOR DELIVERY - Please provide a brief description of the planning, production steps (do), check and corrective/preventive (act) measures that the company will do to assure compliance with the Preparation for Delivery section of the specification.**
- 1. Packaging and Packing – (plan, do, check, act)**
 - a)** Ground Buffalo (Product Code A635)
 - b)** Style and Size of Shipping Containers
 - c)** Net Weight
 - 2. Closure – (plan, do, check, act) - Shipping containers**
 - 3. Marking of Containers – (plan, do, check, act)**
 - a)** Ground Buffalo, 2- Pound Package Labels
 - b)** Shipping Containers
- All labeling shall be illustrated in the Offeror's technical proposal.**
- 4. Palletized Unit Loads**
 - 5. Delivery Unit**
- G. USDA QUALITY ASSURANCE - Please provide a brief description of the planning, production steps (do), check and corrective/preventive (act) measures that the company will do to assure compliance with the USDA Quality Assurance section of the specification.**
- 1. Warranty and Complaint Resolution - (plan, do, check, act)**

ANNOUNCEMENT LS-6



United States
Department of
Agriculture

Agricultural
Marketing
Service

STOP 0253-Room 2610-S
1400 Independence Ave. S.W.
Washington, D.C. 20250

AGRICULTURAL MARKETING SERVICE

FOOD PURCHASE INFORMATION ON THE INTERNET

Suppliers and Recipients of Food Products purchased by the Department of Agriculture's Agricultural Marketing Service (AMS), an agency in the Marketing and Regulatory mission area, can access information on purchases and offers via the Internet.

USDA HOME PAGE:

[HTTP://WWW.USDA.GOV](http://www.usda.gov)

AMS HOME PAGE:

[HTTP://WWW.AMS.USDA.GOV](http://www.ams.usda.gov)

AMS COMMODITY PROCUREMENT HOME PAGE:

[HTTP://WWW.AMS.USDA.GOV/CP](http://www.ams.usda.gov/cp)

Browser Requirements For DEBES

Netscape 4.07 or above
Internet Explorer 5.0 or above

The browser must be capable of handling 128 bit encryption. To determine this:

In IE, go to **Help/About Internet Explorer**. The display will show:

Cipher Strength: 128-bit

If it does not, you will need to download a new version of the browser from Microsoft at

<http://www.microsoft.com>.

In Netscape, go to **Help/About Communicator**. The display will show:

**This version supports U.S. security with
RSA Public Key Cryptography, MD2, MD5,
RC2-CBC, RC4, DES-CBC,
DES-EDE3-CBC.**

If it does not, you can download a new version of the browser from Netscape at
<http://home.netscape.com/download/index.html?cp=djucc4>.

Choose the 128 bit Strong Encryption* version for your download.

The **Vendor Practice** site URL address is:

<https://pcsd.usda.gov:3050/mdbc1000.exe?>

The **Production** site URL address is:

<https://pcsd.usda.gov:3077/mdbc1000.exe?>

Proxy Servers

Most connection problems are the result of improper browser version, not using 128 bit encryption, and connecting through your corporate proxy server. The proxy server must be set up to allow HTTPS protocol through the appropriate port; Vendor Practice is port 3050 and Production is port 3077.

LIVESTOCK AND SEED PROGRAM
VENDOR REQUEST FOR LOGON IDENTIFICATION (ID) AND PASSWORD
DOMESTIC ELECTRONIC BID ENTRY SYSTEM (DEBES)

COMPANY INFORMATION:

COMPANY NAME		
Street Address		
City	State	Zip Code
Person to receive Vendor ID and password		
Method to receive Vendor ID and password: (Complete one)		
Telephone: _____		
Fax: _____		
E-Mail: _____		
Assign 5-8 digit alpha/numeric personal identification number (PIN) for company: _____ (This code will be used as verification by USDA when assigning or resetting a password)		
NAME AND TITLE OF PERSON REQUESTING LOGON ID: (Must be authorized on SF-129 to sign bids) Name _____ Title _____ Signature _____ Date _____		

TO BE COMPLETED BY USDA:

VENDOR LOGON ID: (“A” and 6 digits)	PASSWORD: (must be changed at first DEBES logon):
Notified: _____ Date: _____ (Company Representative)	
USDA Marketing Specialist: _____ Date: _____	

ANNOUNCEMENT LS-6

ATTACHMENT II

PLEASE FAX TO: Contracting Officer, Commodity Procurement Branch, LS Programs (202) 720-9538
FOR INFORMATION CALL (202) 720-2650

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**OMB No. 1510-0056
Expiration Date 01/31/2000

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY:

United States Department of Agriculture - Commodity Credit Corporation

AGENCY IDENTIFIER:

USDA-FSA-KCMO

AGENCY LOCATION CODE (ALC):

0000-4992-2

ACH FORMAT:

DO NOT COMPLETE THIS☐ CCD+☐ CTX☐ CTP

ADDRESS:

Attn: ACH Disbursements
P. O. Box 419205
Kansas City, Missouri 64141-6205

CONTACT PERSON NAME:

Bob Glenn

TELEPHONE NUMBER:

(816) 926-6988

ADDITIONAL INFORMATION:

FAX Number: 816-823-1364

PAYEE/COMPANY INFORMATION

NAME:

SSN NO. OR TAXPAYER ID NO.:

MAILING ADDRESS:

ENTITY/MASTER-CONTRACT CODE (If known) (Attach sheet if more space needed):

DISBURSEMENT STATEMENT MAILING ADDRESS (If different from above):

CONTACT PERSON NAME:

TELEPHONE NUMBER:

()

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:

FINANCIAL INSTITUTION INFORMATION

NAME:

ADDRESS:

ACH COORDINATOR NAME:

TELEPHONE NUMBER:

()

NINE-DIGIT ROUTING TRANSIT NUMBER

_ _ _ _ _

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

LOCKBOX NUMBER:

TYPE OF ACCOUNT:

☐

CHECKING

☐

SAVINGS

☐

LOCKBOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL (Could be the same as ACH Coordinator):

TELEPHONE NUMBER:

()

INSTRUCTIONS FOR COMPLETING SF-3881 FORM

1. Agency Information Section - Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. Payee/Company Information Section - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. Financial Institution Information Section - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.



United States
Department of
Agriculture

Agricultural
Marketing
Service

P.O. Box 96456
Washington, DC
20090-6456

ADDRESS INFORMATION FOR AMS COMMODITY PURCHASE PROGRAM

Vendor Name and Address: Contracts will be awarded and mailed to address provided.	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Fed. Meat Insp. Est. No. Or State Insp. No. as appropriate:	
	Phone:	Fax:
Payment Disbursement Statement address: Payments to Vendors must be made electronically. To set up electronic transfer, contact the Kansas City Mgmt. Office (816/926-6988) <input type="checkbox"/> ACH <input type="checkbox"/> Process	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Phone:	
	Taxpayer Identification No. (TIN #)	
Plant Address: If Vendor address is same for plant, write "Same". If multiple plants, attach additional pages.	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Phone:	
Plant's Shipping Point Address: If Plant address is same for shipping, write "Same". If multiple shipping points, attach additional pages.	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Phone:	
Notice to Deliver Address:	Company Name:	
	Contact:	
	Address-Street:	
	Address-P.O. Box:	
	City, State, Zip:	
	Phone:	

Signature & Title (Authorized Company Representative)

Date

PLEASE RETURN THIS FORM PRIOR TO SUBMITTING A BID

Send by FAX to Contracting Officer, Livestock & Seed Program, AMS, USDA; 202/720-9538

JUNE 2001

NOTICE TO THE TRADE
USDA MEAT AND FISH SUPPLIERS

This notice is to inform USDA Meat and Fish contractors and potential contractors of the Farm Service Agency (FSA) Electronic Distribution of Disbursement Data Web Site. Effective June 15, 2001, FSA will no longer print or mail hard copy disbursement statements to FSA customers. To continue receiving detailed payment information, access the registration instructions at the FSA Disbursement Data Web Site at <http://pcsd.usda.gov/finance>.

If further information is needed concerning the web site, please contact Sharon Menasco on (816) 926-2120 or Henrietta Cooke on (202) 720-2650.

Attached are the Notice and Registration Instructions issued by FSA.

/s/William T. Sessions

William T. Sessions
Contracting Officer
Commodity Procurement Branch
Livestock and Seed Program

Attachments



United States
Department of
Agriculture

Internal and Foreign
Agricultural Services

Internal Service
Agency

Kansas City
Finance Office
P.O. Box 419205
Kansas City,
Missouri
64141-6205

Date: 5/01/2001

Subject: Termination of FSA Hard Copy Disbursement Statements

As of June 15, 2001, hard copy disbursement statements that provide detailed payment information will cease to be printed and mailed to FSA customers. You will need to register on the FSA Distribution of Disbursement Data Web site before June 15 to continue getting this information. This action is being taken in compliance with OMB83, Paperwork Reduction Act -1995 (PRA) and P. L. 105-277 Government Paperwork Elimination Act (GPEA), 1998. If you need a hard copy of the statement, you can print one from the Web page. Once you have registered on the site, you will receive e-mail notifying you whenever new payments are made. You can also use the Web site's search function to find other disbursements made within the last eight weeks.

Our site can be accessed with either a Netscape or Internet Explorer browser that uses 128-bit keys strong encryption. Your company's taxpayer identification number will be the user ID number needed for registering and logging on to the Disbursement site. Instructions on how to register on the site are enclosed with this letter.

The success of the Disbursement Web Site has been validated many times over by FSA customers using it for the last year and a half. The purpose of the site is to give you convenience and control in getting your disbursement information. Feedback received from customers using it, tell us repeatedly, that they are pleased that they no longer must wait for the mailman to bring them their disbursement information or call our office for this information.

In today's environment, many companies are using the Internet in doing every day business to obtain needed information. We are certain that you will find our electronic disbursement system a secure and convenient way of getting your disbursement information. Exception conditions that may prevent you from using the Web site will be considered on a case by case basis.

Follow the five easy steps on the Registration Instructions enclosed with this letter to register today.

If you have any questions or need to discuss possible exception conditions, our e-mail address is ED3@KCC.FSA.USDA.GOV or call the Disbursement Help Desk (816) 926-2120.

Sincerely,

George Garrett
Chief, Financial Operations Division
Payment Certification Branch

Enclosure: Registration Instructions

FSA Electronic Disbursement Web Site Registration Instructions

Help Desk - ED3@kcc.fsa.usda.gov

This site is best viewed using either Netscape 4.x or Internet Explorer 5.x with **128 bit** encryption.

The site does not support Netscape 6.0.

Download a browser from one of these sites:

Internet Explorer -128 Bit: <http://www.microsoft.com/windows/ie/default.htm>

Netscape - 128 Bit: <http://cgi.netscape.com/cgi-bin/su/intro.cgi>

Proxy Server Users: The FSA Port 3076 must be set up with the exact same default settings as Microsoft Secure Port 443.

<http://support.microsoft.com/support/kb/articles/q184/0/28.asp>

Step 1

In the location box on the Internet Explorer or Netscape browser, type in the Disbursement site address.

<http://pcsd.usda.gov/finance>

Step 2

The FSA Disbursement home page will be displayed. Click on Register link.

DISBURSEMENTS

Ligon

Farm Service Agency

Site Map

Payment Certification Branch

Register

ACH Enrollment

Contacts

Help

FAQ

Write Us

Privacy Statement

USDA Home



Step 3

The Registration Page will be displayed. In the box labeled User/Agent ID,

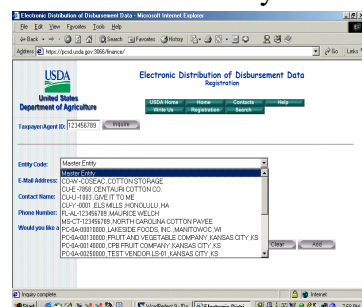
☐ type the company's taxpayer identification number (TIN)

Click on "Inquire" button.

The TIN entered will be sent to the Disbursement data base and verified as a valid number in the FSA system.

Step 4

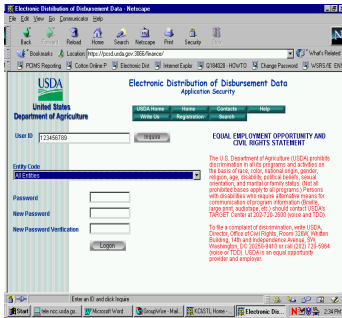
If the validation is successful, a drop down window will list the FSA reference codes in the FSA Disbursement system.



☐ If there is more than one code number associated with the TIN, the first entry displayed in the drop down box will be "Master Entity".

Select a code number that pertains to the disbursements you want to see, and then enter the following information in each of the boxes:

☐ e-mail address

	<ul style="list-style-type: none"> ■ contact name ? ■ phone number <p>Click on “Add” button.</p> <p>Repeat this action for each code number listed in the box for which disbursement information is wanted.</p>
<p>Step 4 a</p> <p>Optional</p>	<p>The Master Entity is used as the selection when a company has a corporate office or has someone in the organization that needs to see all payments for all of the entity codes that are associated with the TIN that is entered.</p> <p>To register as a Master Entity,</p> <ul style="list-style-type: none"> <input type="checkbox"/> select “Master Entity” and then enter the same information that is listed in Step #4 above. <p>Click on “Add” button.</p>
<p>Step 5</p>	 <p>The registration information is transferred to the FSA Disbursement data base. The system will recognize each individual code registered as well as the Master Entity code and will send out an e-mail containing a unique password for each individual or master code registered. Once you receive a system password, you can log on to the system.</p> <p>Repeat Step 1 and 2 above <i>except click on Log On Link.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> enter the taxpayer identification number <input type="checkbox"/> select Master or individual code number ? <input type="checkbox"/> enter e-mailed system password <input type="checkbox"/> enter new password (<i>change system password to one of your own choosing - must be 8 alpha/numeric characters</i>) <input type="checkbox"/> enter new password verification (<i>the same new chosen password</i>) <p>Click on “Log on” button.</p>

SOLICITATION MAILING LIST APPLICATION				1. TYPE OF APPLICATION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISION		2. DATE		OMB No.: 9000-0002 Expires: 10/31/97	
NOTE: Please complete all items on this form. Insert N/A in items not applicable. See reverse for instruction. Public reporting burden for this collection of information is estimated to average .58 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.									
3. SUBMIT TO	a. FEDERAL AGENCY'S NAME				4. APPLICANT	a. NAME FI Est. #			
	b. STREET ADDRESS					b. STREET ADDRESS		c. COUNTY	
	c. CITY		d. STATE	e. ZIP CODE		d. CITY		e. STATE	e. ZIP CODE
5. TYPE OF ORGANIZATION (Check one)					6. ADDRESS TO WHICH SOLICITATIONS ARE TO BE MAILED (If different than item 4)				
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION, INCORPORATED UNDER THE LAWS OF THE STATE OF:					a. STREET ADDRESS b. COUNTY c. CITY d. STATE e. ZIP CODE				
7. NAMES OF OFFICERS, OWNERS, OR PARTNERS									
a. PRESIDENT			b. VICE PRESIDENT			c. SECRETARY			
d. TREASURER			e. OWNERS OR PARTNERS						
8. AFFILIATES OF APPLICANT									
NAME			LOCATION			NATURE OF AFFILIATION			
9. PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS IN YOUR NAME (Indicate if agent)									
NAME			OFFICIAL CAPACITY			TELEPHONE NUMBER			
						AREA CODE		NUMBER	
10. IDENTIFY EQUIPMENT, SUPPLIES, AND/OR SERVICES ON WHICH YOU DESIRE TO MAKE AN OFFER (See attached Federal Agency's supplemental listing and instruction, if any)									
11a. SIZE OF BUSINESS (See definitions on reverse)			11b. AVERAGE NUMBER OF EMPLOYEES (Including affiliates) FOR FOUR PRECEDING CALENDAR QUARTERS			11c. AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS			
<input type="checkbox"/> SMALL BUSINESS (If checked, complete items 11B and 11C) <input type="checkbox"/> OTHER THAN SMALL BUSINESS						\$			
12. TYPE OF OWNERSHIP (See definitions on reverse) (Not applicable for other than small businesses)			13. TYPE OF BUSINESS (See definitions on reverse)						
<input type="checkbox"/> DISADVANTAGED BUSINESS <input type="checkbox"/> WOMAN-OWNED BUSINESS			<input type="checkbox"/> MANUFACTURER OR PRODUCER <input type="checkbox"/> CONSTRUCTION CONCERN <input type="checkbox"/> SURPLUS DEALER <input type="checkbox"/> SERVICE ESTABLISHMENT <input type="checkbox"/> RESEARCH AND DEVELOPMENT						
14. DUNS NO. (If available)			TIN #			15. HOW LONG IN PRESENT BUSINESS?			
16. FLOORSPACE (Square Feet/M ²)					17. NET WORTH				
a. MANUFACTURING			b. WAREHOUSE		a. DATE		b. AMOUNT		
							\$		
18. SECURITY CLEARANCE (If applicable, check highest clearance authorized)									
FOR		TOP SECRET	SECRET	CONFIDENTIAL	c. NAMES OF AGENCIES GRANTING SECURITY CLEARANCES			d. DATES GRANTED	
a. KEY PERSONNEL									
b. PLANT ONLY									
19a. NAME OF PERSON AUTHORIZED TO SIGN (Type or print)					20. SIGNATURE			21. DATE SIGNED	
19b. TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)									

INCLUDE ADDITIONAL INFORMATION AS SPECIFIED ON PAGE 3 OF ANNOUNCEMENT LS-92

INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed Solicitation Mailing List Application, together with such other lists as may be attached to this application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a Supplemental Commodity list with instructions, complete the application as instructed. Otherwise, identify in Item 10 the equipment, supplies, and/or services on which you desire to bid. (Provide Federal Supply Class or Standard Industrial Classification codes, if available.) The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, your failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to solicitations will be understood by the agency to indicate lack of interest and concurrence in the removal of your name from the purchasing activity's solicitation mailing for items concerned.

SIZE OF BUSINESS DEFINITIONS (See Item 11A.)

a. Small business concern - A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or the other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. Affiliates - Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See Items 8 and 11A.)

c. Number of employees - (Item 11B) In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods of the period that such concern has been in business.

TYPE OF OWNERSHIP DEFINITIONS (See Item 12.)

a. "Disadvantaged business concern" - means any business concern (1) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of such individuals.

b. "Women-owned business" - means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

TYPE OF BUSINESS DEFINITIONS (See Item 13.)

a. "Manufacturer or producer" - means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles or equipment of the general character of those listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached.

b. "Service establishment" - means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as a part of the services performed.

- **COMMERCE BUSINESS DAILY** - The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.